

## CHIEF OF STAFF

**DEFINITION:** Under administrative direction, performs administrative tasks of unusual difficulty; administers executive functions of the Office of the President and Vice-President; directs highly complex and multi-disciplinary division and executive office activities through appointed Division and Executive Directors; administratively controls overall Executive Branch operations; performs related work as assigned.

**ESSENTIAL FUNCTIONS:** This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

### **TASKS:**

Provides direction to a number of operating divisions and executive offices of the Navajo Nation, each headed by Division Directors and Executive Directors; exercises considerable independence in working with executive division staff; directs Executive Branch staff in accomplishing goals and objectives of the President and Vice-President.

Develops broad policies that facilitates achievement of the overall Executive Branch goals and objectives; formulates course of action within the context of policies established by the President and Vice-President; exercises extensive participation in management planning; continuously demonstrates effort to improve overall government operations; restructures immediate and long range Executive Branch goals, objectives and plans; establishes partnerships with key federal and state agencies.

Consults regularly with ranking division and department management officials; coordinates and reports on overall Executive Branch government performance; regularly communicates accomplishments to the three branch government; provides full disclosure of Executive Branch performance; opens and maintains contact with key staff members of congressional committees, principal assistants to senators and representatives; ranking federal and state officials; performs special assignments as required.

### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

Knowledge of modern principles and practices of public administration.

Knowledge of establishing short and long term goals and objectives.

Knowledge of laws and regulations governing 638 programs.

Knowledge of program development, budgetary and financial controls.

Knowledge of complete government operational activities of significant size, issues and mission objectives of the Navajo Nation.

Skill in establishing partnership with key federal and state government agencies; including having an open policy with key staff members of congressional committees, senate representatives, etc.

Skill in developing strategic plans for government of significant size and complexity.

Skill in developing and executing policies of the Office of the President and Vice-President.

Ability to establish and maintain cooperative interdivisional and public relations.

Ability to present oral and written recommendation.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work involves a minimum of physical effort in an office setting.

### **MINIMUM QUALIFICATIONS:**

- A Master's degree in Public Administration, Business Administration or related field; and ten (10) years of administrative management experience, which must include six (6) years of supervisory experience.

THE NAVAJO NATION

Class Code: 0201  
Unclassified Personnel Series  
Immediate Staff of the President and Vice-President Group  
Overtime Code: Exempt  
Pay Grade: 71

**CHIEF OF STAFF**

**PREFERRED QUALIFICATIONS:**

- Two (2) years of administrative/operational management experience.
- Two (2) years of senior management experience.

This position is not subject to the conditions stipulated within the Personnel Policies and Procedures.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.